

WBAL-TV
Exhibit 3

FULL-TIME VACANCY EEO INFORMATION – Form BP-03 [Fill out for each full-time vacancy]

Job Title of Vacancy: National Sales Assistant

Recruitment Source That
 Referred the Hire: 35

Date Vacancy Opened: 6/3/08 5/20/08

Total Number of Persons
 Interviewed for the
 Vacancy: 9

Date Vacancy Filled: 2/4/08

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees referred By the Source for the Vacancy	Did the Source request Notification?
Coppin State College	2500 W. North Ave. Baltimore, MD 21216	Seana Coulter	410-951-3000		
Baltimore Urban League	512 Orchard St. Baltimore, MD 21201 <u>www.bul.org</u> – post on line	Career Center	410-823-8150		
Communities Organized to Improve Life	1200 W. Baltimore St. Baltimore, MD 21223	Stacey Smith	410-629-0506		
Jewish Vocational Services	1515 Reisterstown Rd. Baltimore, MD 21208	Tova Jaffee	410-653-5760		

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees referred By the Source for the Vacancy	Did the Source request Notification?
NABJ (Nat'l Assoc Black Journalists)	8701 Adelphi Rd. Adelphi, MD 20783	Erin Joyner	301-445-7100		
Towson University	8000 York Rd. Towson, MD 21252 www.towson.edu/careercenter-post on line	Career Center	410-704-2000		
Morgan State University	C-224 Montebello 1700 E. Cold Spring Lane Baltimore, MD 21251	Center for Career Development	443-885-3110		
NAACP	4805 Mt. Hope Drive Baltimore, MD 21215	Mr. Richard McIntire	410-580-5787		
MD Commission on Hispanic Affairs	301 W. Preston St., Ste 1502 Baltimore, MD 21201	Ms. Ruby Stemmler	410-767-7857		
Gov. Office of Minority Affairs	6 St. Paul St. Baltimore, MD 21202	Herbert Jordan	410-767-8232		
State of Maryland Dept of Labor, Licensing & Regulations	1100 N. Eutaw St. Baltimore, MD 21201 bhammons@dlr.state.md.us	Barry Hammons	410-767-2158		
Community Assistance Network	7701 Dunmanway Dundalk, MD 21222	Hal Malone	410-286-4674		
Howard University School of Communications	525 Bryant St. NW Washington, DC 20059 cdudley@howard.edu	Carol Dudley	202-806-5806		
National Assoc. of Hispanic Journalists	1000 National Press Bldg Washington, DC 20045 Send postings via email jobbank@nahj.org	Michelle Vignoli	202-662-7145		
Internal Bulletin Board Posting	3800 Hooper Avenue Baltimore, MD 21211	Department Heads	410-467-3000		
Station Website	www.thewbalchannel.com www.wbal.com www.98online	Chris Vaughn Chris Beauchamp Kerry Plackmeyer	410-338-6499 410-338-6637 410-338-6552		

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees referred By the Source for the Vacancy	Did the Source request Notification?
Hot jobs	www.hotjobs.com	Kristin Olsen	646-351-5441		
AWRT	8405 Greensboro Dr. McLean, VA 22102 www.awrt.org	Amy Lotz	703-506-3290		
Afro American Newspapers	2519 N. Charles St. Baltimore, MD 21218	Marquis Goodwin	410-554-8200		
Loyola College	Career Development Center 4501 N. Charles St. Baltimore, MD 21210 Send postings via email thecareercenter@loyola.edu	Michelle Schuler	410-617-2000		
Honorable Elijah Cummings Office	1010 Park Ave, Ste. 105 Baltimore, MD 21201 Send postings via email Fran.allen@mail.house.gov Madhur.bansal@mail.house.gov	Fran Allen District Director	410-685-9199		
Mayor's Office of Employment Development	417 E. Fayette St.. Suite 468 Baltimore, MD 21202 Send postings via email knichols@oedworks.com *rhoward@oedworks.com (*added 6/20/06)	Kahilla Nichols Workforce Operations Director	410-396-3009		
Balto City Community College	2901 Liberty Heights Ave. Baltimore, MD 21215 Send postings via email dhill@bccc.edu	Deidre Hill Job Recruitment	410-462-8013		
Broadcasting Institute of Maryland	7200 Harford Rd. Baltimore, MD 21234 nb@bim.org	Norm Brooks Placement Director	410-254-2770		
Community College of Baltimore Co, Essex Campus	Job Placement Office 7201 Rossville Blvd. Building A, Ste 260 Baltimore, MD 21237	Continuing Education Dept	410-780-6653		

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees referred By the Source for the Vacancy	Did the Source request Notification?
The Emma L. Bowen Foundation for Minority Interest in Media	524 West 57 th St. New York, NY 10019	Sandra Rice	212-975-2545		
National Organization for Women Baltimore Chapter	PO Box 253 Timonium, MD 21094 Send via email to info@baltimorenow.org	Lori, Electronic Correspondent	410-668-4399		
University of Md Baltimore County Career Center	csjobs@umbc.edu (Univ of Md Balto Co)	Lauren Peters	410-455-2216		

INTERVIEWEE INFORMATION – Form BP-04

Job Title of Vacancy: National Sales Assistant

Interview #	Interviewee's Name	Referral Source	Interview #	Interviewee's Name	Referral Source
1	ITHANI MULLER	INTERVIEW / IN-BOUR			
2	ITHANI MULLER	RETIRED / RETIRED			
3	KENNEDY WARRERS	INTERVIEW			
4	ITHANI COOPER	WARRERS.COM			
5	SARA YOUNG	WARRERS.COM			
6	WILLIAM BARNHART	WARRERS.COM			
7	SETH BARNHART	WARRERS.COM			
8	LESLIE GREENE	WARRERS.COM			
9	DALE PARRISH	RETIRED			

***** Use additional pages as needed. Do Not Put in Public File. *****

VACANCY NOTIFICATIONS – Form BP-05

Job Title of Vacancy: National Sales Assistant

Date Vacancy Opened: 6/3/08

Date Vacancy Filled: _____

Notification of vacancy information for the above job title was given using the following advertisements, bulletins, letters, faxes, e-mails, or other communications. Dated copies of these notifications are attached to this form.

Type of Announcement	Date of Announcement	Type of Announcement	Date of Announcement
Letters	6/3/08		
Emails	6/3/08		
Internal Postings	6/2/08		
Websites	6/3/08		
Newspaper			

***** Remember to attach copies of the notifications. *Do Not Put in Public File.* *****



NATIONAL SALES ASSISTANT

WBAL-TV, Baltimore's #1 station, is seeking a Sales Assistant to assist the National Sales and Traffic Team in a fast paced and dynamic environment. This is a great opportunity to join one of America's top broadcasting companies! Responsible for assisting with all aspects of national sales efforts, including working with national agencies and rep firms, creating sales proposals/presentations, maintenance of account database, etc. Candidate must be computer savvy, and must be comfortable with extensive phone and e-mail interaction. Proficiency with PowerPoint, Word, Excel, email, and the Internet required. Please contact lcoker@hearst.com or (410) 338-6404. Hearst-Argyle Television. EEO.

6/2/08

Title: National Sales Assistant

Position Type: Full Time

City: Baltimore

Reports to Title: National Sales Manager

Job

Responsibilities:

Assist Sales Manager with administration of national sales efforts.

Responsible for providing sales manager with updates on status of orders, outstanding makegoods or issues pertaining to national business.

Import National Sales orders on a daily bases.

Process all new orders within 24 hours.

Reconcile national contracts on a daily bases. Offer make-goods as needed.

Confirm National orders within a timely fashion.

Maintain and update the pending file to ensure the rep is responding to correspondence in a timely fashion.

Research billing discrepancies.

Update docushare on a consistent basis.

Alert management if orders are outstanding and possible makegoods have the potential of being missed.

Assist Traffic.

Participate in front desk rotation.

Minimum

Requirements:

Must be detail oriented, resourceful, organized, a team player, willing to learn, reliable and a self-starter.

Must have effective communication skills and the ability to remain professional at all times.

Punctual, regular and consistent attendance.

Proficient in MS Word, Excel, PowerPoint, email, internet

Degree preferred but not required.

Two or more year's previous data entry experience and customer service a plus.

**The specific responsibilities as outlined above are intended to reflect the primary nature of the position, and are not to be considered an exhaustive list. The position will perform additional/other duties as appropriate and assigned by management.



June 3, 2008

Sandra Rice
Emma L. Bowen Foundation for Minority Interest in Media
524 West 57th St.
New York, NY 10019

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

NATIONAL SALES ASSISTANT

WBAL-TV is an equal opportunity employer and does not discriminate in the hiring, training or promotion of employees by reason of race, color, religion, sex, or national origin. We are engaged in a continuing effort to seek out prospective applicants for employment with our company. We earnestly solicit your assistance in obtaining employees and request that you refer prospective applicants to us at the above address.

Please refer all qualified applicants to us by 6/17/08. At this time, we anticipate that a hiring decision will be made on or about 7/02/08.

If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



June 3, 2008

Tova Jaffe
Jewish Vocational Services
1515 Reisterstown Rd.
Baltimore, MD 21208

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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June 3, 2008

Seana Coulter
Coppin State College
2500 W. North Avenue
Baltimore, MD 21216

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June 3, 2008

Stacey Smith
Communities Organized to Improve Life
1200 W Baltimore St.
Baltimore, MD 21223

Dear Sir or Madam:

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June 3, 2008

Erin Joyner
NABJ
8701 A Adelphi Road
Adelphi, MD 20783-1716

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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June 3, 2008

Morgan State University
Center for Career Development
C-224 Montebello
1700 E. Cold Spring Lane
Baltimore, MD 21251

Dear Sir or Madam:

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June 3, 2008

Richard McIntire
NAACP
4805 Mt. Hope Drive
Baltimore, MD 21215

Dear Sir or Madam:

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June 3, 2008

Herbert Jordan
Gov. Office of Minority Affairs
6 St. Paul Street
Baltimore, MD 21202

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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June 3, 2008

Barry Hammons
State of Maryland Dept. of Labor,
Licensing & Regularions
1100 N. Eutaw Street
Baltimore, MD 21201

Dear Sir or Madam:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



June 3, 2008

Hal Malone
Community Assistance Network
7701 Dunmanway
Dundalk, MD 21222

Dear Sir or Madam:

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June 3, 2008

Ruby Stemmle
Gov. Commission on Hispanic Affairs
301 West Preston St., Ste 1502
Baltimore, MD 21201

Dear Sir or Madam:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



June 3, 2008

Community College of Baltimore County, Essex Campus
Job Placement Office, Bldg A, Ste 260
7201 Rossville Blvd.
Baltimore, MD 21237

Dear Sir or Madam:

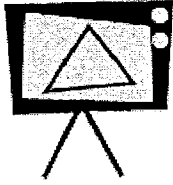
Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



Sharon E McNicholas

06/03/2008 08:15 AM

To: jobbank@nahj.org, thecareercenter@loyola.edu,
fran.allen@mail.house.gov, knichols@oedworks.com, dhill@bccc.edu,
nb@bim.org, info@baltimorenw.org, rhoward@oedworks.com,
bhammons@dllr.state.md.us, cscjobs@umbc.edu,
madhur.bansal@mail.house.gov, cdudley@howard.edu

cc:
Subject:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

NATIONAL SALES ASSISTANT

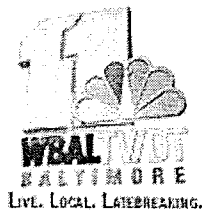
WBAL-TV is an equal opportunity employer and does not discriminate in the hiring, training or promotion of employees by reason of race, color, religion, sex, or national origin. We are engaged in a continuing effort to seek out prospective applicants for employment with our company. We earnestly solicit your assistance in obtaining employees and request that you refer prospective applicants to us at the above address.

Please refer all qualified applicants to us by 6/17/08. At this time, we anticipate that a hiring decision will be made on or about 7/02/08.



NSA Job Posting.doc

Sharon McNicholas
Executive Assistant
WBAL-TV
3800 Hooper Avenue
Baltimore, Maryland 21211
410-338-6423





Sharon E McNicholas

06/02/2008 05:48 PM

To: chvaughn@ibsys.com

cc:

Subject: web posting

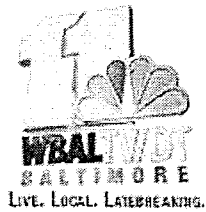
Hi Chris.

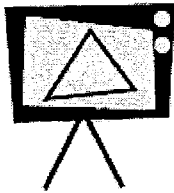
Please post the following job opening of wbaltv.com. Thanks.



NSA Job Posting.doc

Sharon McNicholas
Executive Assistant
WBAL-TV
3800 Hooper Avenue
Baltimore, Maryland 21211
410-338-6423





Sharon E McNicholas

06/02/2008 05:49 PM

To: Barbara F Anderson/WBAL-TV/Broadcasting/Hearst@Hearst, sbamonti@hearst.com, Michelle B Butt/WBAL-TV/Broadcasting/Hearst@Hearst, Wanda Q Draper/WBAL-TV/Broadcasting/Hearst@Hearst, Jeff Halapin/WBAL-TV/Broadcasting/Hearst@Hearst, Sue M Nuñez/WBAL-TV/Broadcasting/Hearst@Hearst

cc:

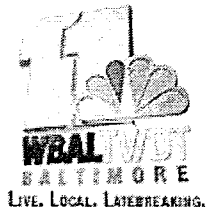
Subject: please post

Please post the attached in your department.



NSA Job Posting.doc

Sharon McNicholas
Executive Assistant
WBAL-TV
3800 Hooper Avenue
Baltimore, Maryland 21211
410-338-6423



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Communities
Changing lives.


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Job Detail

National Sales Assistant

Salary:	Open	Location:	Baltimore
Employer:	WBAL-TV	Type:	Full Time - Entry Level
Category:	Administrative, Clerical, Support Services	Preferred Education:	4 Year Degree

NOTE: Please carefully review your job posting. This job is NOT active yet.

DO NOT USE YOUR BROWSER'S BACK BUTTON. TO MAKE A CHANGE, PLEASE CLICK THE MAKE CHANGES BUTTON, OR CLICK "POST JOB NOW" TO CONTINUE:

[Make Changes](#)
[Post Job Now](#)

Description

WBAL-TV, Baltimore's #1 station, is seeking a Sales Assistant to assist the National Sales and Traffic Team in a fast paced and dynamic environment. This is a great opportunity to join one of America's top broadcasting companies! Responsible for assisting with all aspects of national sales efforts, including working with national agencies and rep firms, creating sales proposals/presentations, maintenance of account database, etc.

NOTES: Local Residents Preferred (No Relo)

Requirements

Candidate must be computer savvy, and must be comfortable with extensive phone and e-mail interaction. Proficiency with PowerPoint, Word, Excel, email, and the Internet required. Please contact lcoker@hearst.com or (410) 338-6404. Hearst-Argyle Television. EEO.

Employer Information**About WBAL-TV**

WBAL-TV is owned by Hearst-Argyle Television and is an NBC Affiliate.

[View all our jobs](#)

NOTE: Please carefully review your job posting. This job is NOT active yet.

**DO NOT USE YOUR BROWSER'S BACK BUTTON. TO MAKE A CHANGE, PLEASE
CLICK THE MAKE CHANGES BUTTON, OR CLICK "POST JOB NOW" TO
CONTINUE:**

[Make Changes](#)[Post Job Now](#)[Home](#)[About us](#)[Programs](#)[Events](#)[Contact us](#)

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*512 Orchard Street| Baltimore, MD 21201 - 1947
Phone : 410-523-8150 | Fax: 410-523-4022*

[PREVIOUS PAGE](#)**Careerline***A free service to AWRT Members*

Post your listing on AWRT's web site and gain access to the best, most qualified candidates in the industry. Questions or comments can be directed to info@awrt.org. *One listing per form submission please. You will be given the opportunity to return to this page in the event you wish to post multiple jobs.*

STATION/COMPANY:	WBAL-TV		
POSITION TITLE:	NATIONAL SALES ASSISTANT		
JOB DESCRIPTION:	WBAL-TV, Baltimore's #1 station, is seeking a Sales Assistant to assist the National Sales and Traffic Team in a fast paced and dynamic environment. This is a great opportunity to join one		
FIRST AND LAST NAME OF CONTACT:	LYNN COKER		
CITY:	BALTIMORE		
STATE:	MD		
E-MAIL ADDRESS:	LCOKER@HEARST.COM		
PHONE:	(410)	338	- 6403
FAX:	()		-

As consideration for being permitted to list your employment opportunity, the station/company listing such opportunity indemnifies and holds AWRT harmless from any and all claims, breaches, causes of action, lawsuits and damages, including reasonable attorney fees, arising out of or in connection with the listing of this employment opportunity. All listings are posted for 30 days.

[Send to AWRT](#)



TOWSON UNIVERSITY

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[New Job](#) > [Job Profile](#)

Viewing Job: 17865/National Sales Assistant

[\[View Activity\]](#)

To update information in the 3 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.

Position Information	[Edit]
<p>*Job ID: 17865</p> <p>*Job Title: National Sales Assistant</p> <p>Job Reference Num:</p> <p>Organization Name: <u>WBAL TV11</u></p> <p>No of Openings: 1</p> <p>Work Schedule: Mon-Fri 9-5:30</p> <p>Hours per Week: 40</p> <p>Wage/Salary:</p> <p>Employment Start Date: asap</p> <p>Employment End Date:</p> <p>Supervisor: Lynn Coker</p> <p>*Job Description: WBAL-TV, Baltimore's #1 station, is seeking a Sales Assistant to assist the National Sales and Traffic Team in a fast paced and dynamic environment. This is a great opportunity to join one of America's top broadcasting companies! Responsible for assisting with all aspects of national sales efforts, including working with national agencies and rep firms, creating sales proposals/presentations, maintenance of account database, etc.</p> <p>Qualifications: Candidate must be computer savvy, and must be comfortable with extensive phone and e-mail interaction. Proficiency with PowerPoint, Word, Excel, email, and the Internet required.</p> <p>*Application Instructions: Please contact lcoker@hearst.com or (410) 338-6404. Hearst-Argyle Television. EEO.</p>	
Contact Information	[Edit]
<p>First Name: Lynn</p> <p>Middle Initial:</p> <p>Last Name: Coker</p> <p>Address Line 1: 3800 Hooper Ave.</p> <p>Address Line 2:</p> <p>City: Baltimore</p> <p>State: MD</p>	

Zip: 21211
Map to Address Above: [Online Map](#)
Phone: 410-338-6404
Fax:
Email: lcoker@hearst.com
Website:

Please read carefully, this section contains important information. Required fields are marked by an *.

- **Applicant Type-** Select type of applicant. To multi-select, hold down CTRL while you click to select more than one.
- **Expiration Date-** Enter deadline to apply for position or today's date to close the job posting.
- **Show Contact Information-** Allows students to view your Contact Information (Yes or No). To limit the information that students may view, select yes and simply edit the contact information section above.
- **Allow Online Referrals-** Allows students to personally apply for the position by referring their resumes (Yes or No). If you do not want to allow online referrals, list requirements in the Application Instructions above.

Posting Information	[Edit]
Job Location: Baltimore, MD	
Job Category:	
Position Type:	
*Applicant Type: Alumni	
Minimum GPA:	
Work Authorization Status:	
Graduation Start:	
Graduation End:	
Classification: Alum	
Degrees:	
Majors:	
Screen Minimum GPA <input type="checkbox"/> : No	
Screen Work Authorization Status: No	
Screen Graduation Range: No	
Screen Classification: No	
Screen Degrees: No	
Screen Majors: No	
*Post Date: 06/03/2008	
*Expiration Date: 06/17/2008	
Show Contact Info: Yes	
Allow Online Referrals: No	



Sharon E McNicholas

06/02/2008 05:51 PM

To: mgoodwin@afro.com
cc:
Subject: Ad for Afro American

Hi Marquise,

Hope all is well. We would like to run the following job posting in the next issue of The Afro American. Please let me know cost. Thanks.

NATIONAL SALES ASSISTANT

WBAL-TV, Baltimore's #1 station, is seeking a Sales Assistant to assist the National Sales and Traffic Team in a fast paced and dynamic environment. This is a great opportunity to join one of America's top broadcasting companies! Responsible for assisting with all aspects of national sales efforts, including working with national agencies and rep firms, creating sales proposals/presentations, maintenance of account database, etc. Candidate must be computer savvy, and must be comfortable with extensive phone and e-mail interaction. Proficiency with PowerPoint, Word, Excel, email, and the Internet required. Please contact lcoker@hearst.com or (410) 338-6404. Hearst-Argyle Television. EEO.

Sharon McNicholas
Executive Assistant
WBAL-TV
3800 Hooper Avenue
Baltimore, Maryland 21211
410-338-6423

